



This job aid provides step-by-step instructions for using FPMT's owned facility creation wizard.

FPMT has been expanded to meet new Governmental Accounting Standards Board (GASB) requirements. In addition to new functionality, system updates include new user roles as well as changes to existing business processes. For more information about system updates, refer to the [What's New with FPMT](#) job aid.

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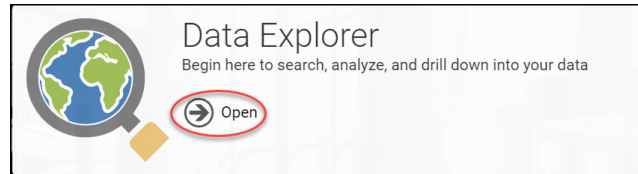
Overview



| | |
|---|---|
| Which FPMT user roles can create a new owned facility? | <ul style="list-style-type: none"> The owned facility creation wizard can only be accessed by users with the Facilities role and edit rights. Users with the Accounting role cannot access this wizard, nor can they manually create a new owned facility. Per agency discretion, an individual can be assigned both the Accounting and Facilities user roles. |
| Where do I access the owned facility creation wizard? | <ul style="list-style-type: none"> The owned facility creation wizard is accessed via the menu button on the agency tile. |
| When should I enter a new owned facility? | <ul style="list-style-type: none"> New owned facilities should be entered into FPMT no earlier than one month, and no later than two weeks, prior to the occupancy date. |
| What information do I need to create a new owned facility? | <ul style="list-style-type: none"> A copy of the deed A floor plan that shows the total square footage Parcel Number Legislative District |
| How do I get the new unique facility identifier (UFI) into HRMS? | <ul style="list-style-type: none"> Make sure to select “yes” for the HRMS field in the facility table. The UFI will be uploaded to HRMS after the new facility record has been reviewed for accuracy and approved by OFM. Refer to the UFI Frequently Asked Questions for more information. |
| Why should I use the wizard? | <ul style="list-style-type: none"> The wizard simplifies the owned facility creation process by guiding you through each step and reducing manual activity in the system. The wizard also includes business rules, or validation checks, to prevent incomplete data and common data entry errors. |
| Wizard basics: <ul style="list-style-type: none"> The wizard opens in a new window, which will close when you complete the owned facility creation process. Once the window closes, you will need to refresh your original FPMT window to see all of the changes. Once you Save and Close, you cannot go back into the wizard. Make sure to allow enough time to complete the wizard process in one sitting. If you time out during the process, <u>you will lose your data</u>. You navigate through the wizard by clicking the Next or Previous buttons. | |

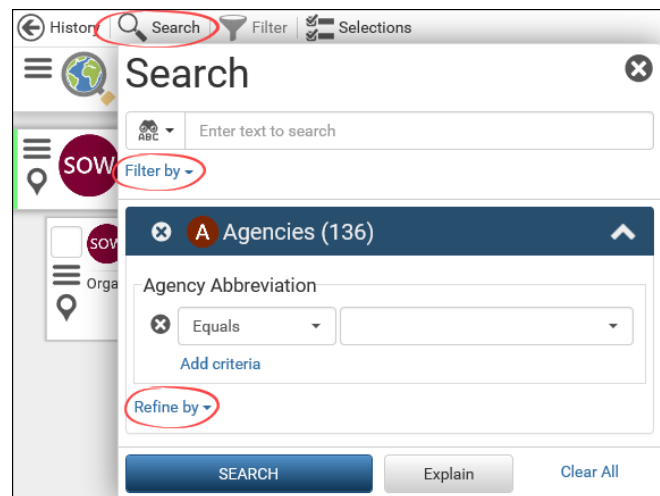
Launch the Owned Facility Creation Wizard

Navigate to the agency tile and launch the owned facility creation wizard.

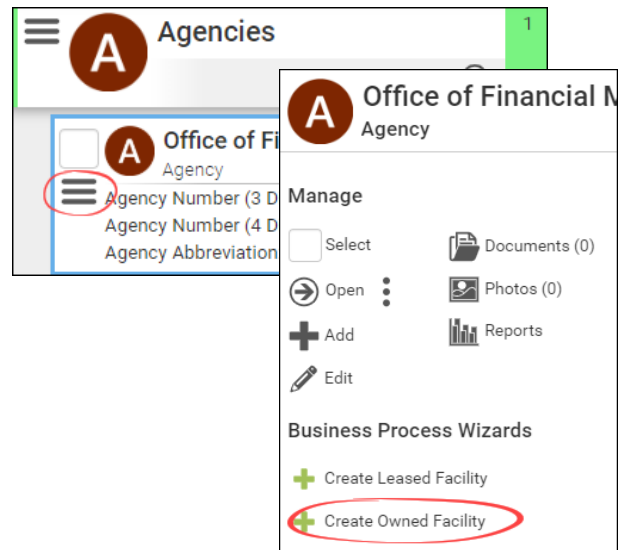
1. Open the Data Explorer module.



2. Select the  Search button on the data explorer tool bar.
3. Select **Filter by** and choose Agencies.
4. Select **Refine by** and choose Agency Abbreviation.
5. Enter the abbreviation.
→ These are [SAAM acronyms](#).
6. Select 




7. Select the  menu button on the agency tile.
8. Select 



Add a New Facility

1. Enter agency data. Red fields are required.

→ Additional guidance is available by selecting the information icon 

- Name

→ Use the primary address. If the facility address is not unique, include a building number. (e.g., 1313 N 13th Ave – BLDG 1W165000)

- Primary address

→ This is the legal address. Refer to [USPS Addressing Standards](#).


→ The system will require a secondary address if a facility with the same primary address already exists.

→ The system will only catch duplicate addresses if they are entered exactly the same. If you are entering multiple facilities with the same primary address, make sure to use the same formatting. (e.g., Jefferson St or Jefferson Street)

Edit Facility Details

Name

Description

Primary Address 

- Secondary Address

→ A secondary designator, such as a building number or name.

- Alternative Address

→ Only populate this field if the facility has an address other than the legal address, for example a different mailing address.

Secondary Address 

Alternative Address 

- **City – Out of State**
 - ➔ If the facility is located outside of Washington State, select Out of State at the bottom of the dropdown list on the City, County and Legislative District fields. Enter the city in the City – Out of State field.

| | |
|-----------------------|----------------------|
| City | <input type="text"/> |
| City - Out of State ? | <input type="text"/> |
| County | <input type="text"/> |
| Zip Code | <input type="text"/> |
| Zip +4 | <input type="text"/> |
| State | <input type="text"/> |
| Country | <input type="text"/> |

- **Property Tax Parcel or Account Number**
 - ➔ This information can be found on the county assessor's website.
- **Latitude & Longitude**
 - ➔ FPMT will automatically populate this data after you geocode the facility.
- **Legislative District**
 - ➔ Based on location of the facility. You can locate the legislative district on the [Legislature's website](#).
- **Registered Historic Property**
 - ➔ If unsure, refer to the Department of Archaeology and Historic Preservation for more information
- **Essential Public Facility**
 - ➔ Essential public facility generally refers to public facilities that are typically hard to cite and critical to state government. Refer to [WAC 365.196.550](#), [RCW 36.70A.200](#), [RCW 47.06.140](#) or [RCW 71.09.020](#).

| | |
|---|----------------------|
| Property Tax Parcel or Account Number ? | <input type="text"/> |
| Latitude ? | <input type="text"/> |
| Longitude ? | <input type="text"/> |
| Legislative District ? | <input type="text"/> |
| Registered Historic Property ? | <input type="text"/> |
| Essential Public Facility ? | <input type="text"/> |

- Facility Type (Building or Structure)
 - ➔ A building is a facility with at least one wall, a roof and permanent foundation, regardless of occupancy.
 - ➔ A structure is a real property improvement constructed on or in the land, which is not a building.
- Property Class
 - ➔ Auto-populated based on the primary space type with the most square feet in the space table.
- Surplus
 - ➔ Select “yes” if the facility is no longer needed by the agency and can be surplus.

Facility Type

Property Class ?

Surplus ?

- Facilities Inventory
 - ➔ Select “yes” if the facility is a building with at least one wall, a roof and a permanent foundation, regardless of occupancy.
- HRMS
 - ➔ Select “yes” if the facility serves as a duty station for employees.
- OFM Validation Date
 - ➔ All new facilities are saved in pending approval status. OFM must review key data for accuracy and will change the status of the facility to “approved” and populate the OFM validation date.

Facilities Inventory ?

HRMS ?

Comment

OFM Validation Date ?

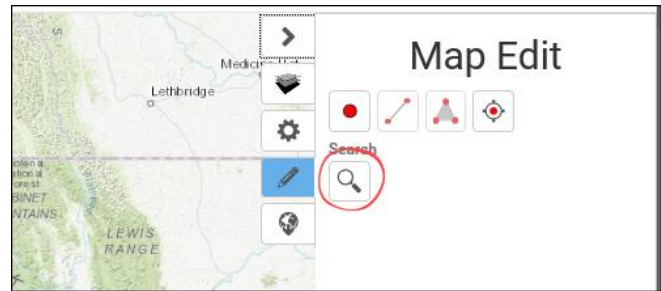
2. Select Edit Geometry to geocode your facility (place a point on the map).

Edit Geometry

SAVE CHANGES

Cancel Changes

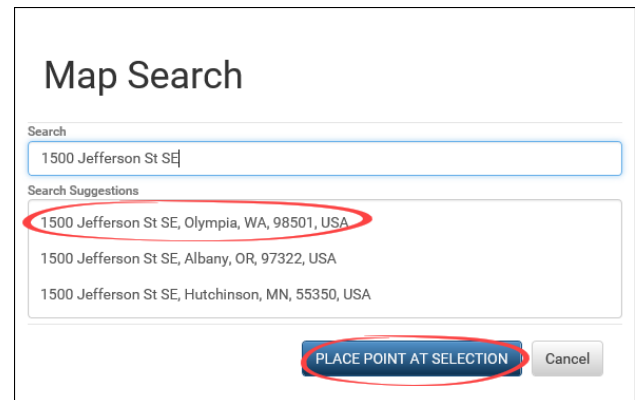
3. Select the search  button.




4. Enter the street address – the system will populate addresses in the dropdown menu.

5. Select the appropriate address.

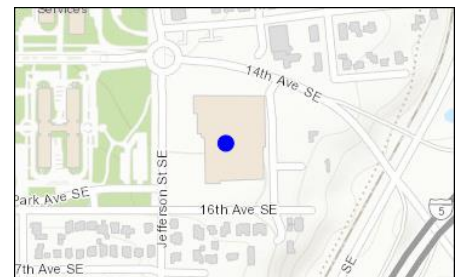
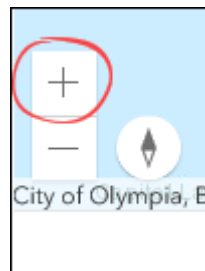
6. Select Place Point at Selection



The image shows the 'Map Search' interface. At the top, there is a search bar with the text '1500 Jefferson St SE'. Below the search bar, there is a list of search suggestions. The first suggestion, '1500 Jefferson St SE, Olympia, WA, 98501, USA', is circled in red. At the bottom right, there is a button labeled 'PLACE POINT AT SELECTION' which is also circled in red, and a 'Cancel' button.

7. Select the  button to zoom in on the map.

→ A dark blue dot will appear at the specified address.



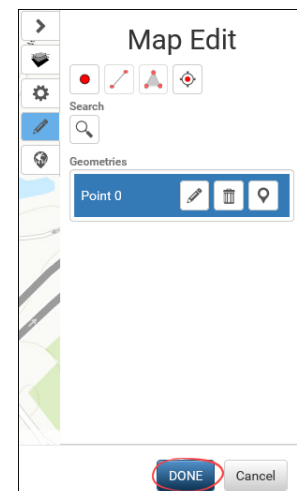
8. If the point is in a road, you will need to move it so it is on the actual facility.

A. Select the dot – it will become light blue.

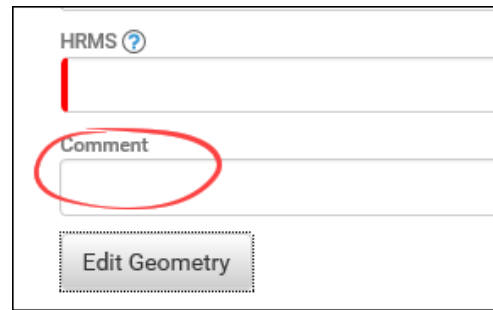
B. Move the dot to the approximate center of the building.

C. Click/tap anywhere on the map to change the dot back to a darker blue.

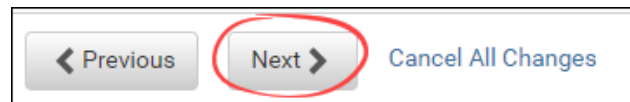
9. Select Done.



➔ In the event that a building shape does not exist yet at the address you have entered, do your best to approximate the location and add a comment.



10. Select Next >



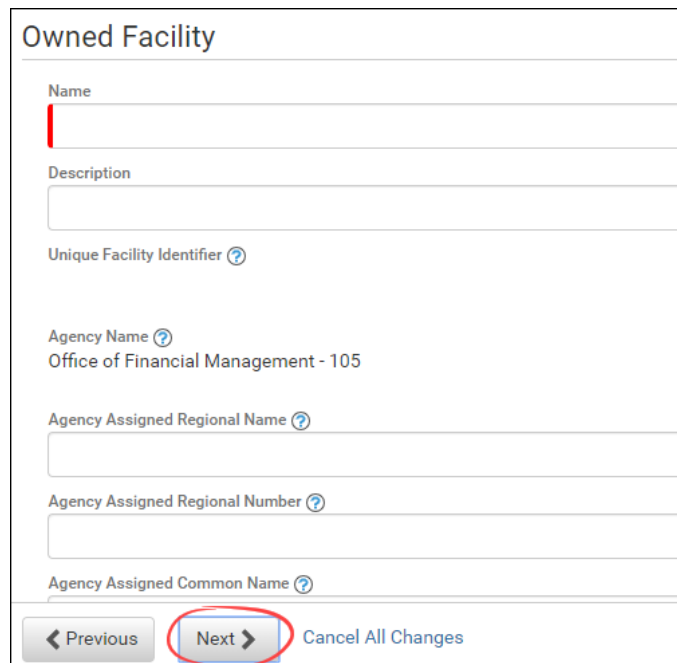
Add a New Owned Facility

1. Enter agency data. Red fields are required.

- Name
 - ➔ Agency SAAM acronym – agency common name (e.g., DSHS – Auditorium)
- [Condition Assessment Score](#)
 - ➔ This field is required for all facilities in the inventory. The [Condition Matrix](#) table, which is available later in the wizard, is an optional way to populate this score.
- Six-Year Facilities Plan
 - ➔ Select “yes” if this owned facility is in scope for the [Six-Year Facilities Plan](#).

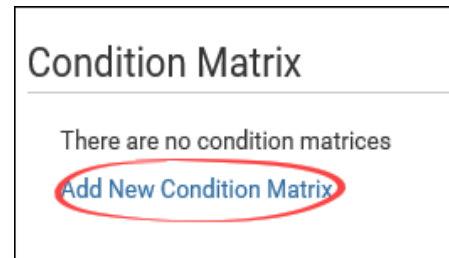
2. Navigate to the the next needed form.

- To add a condition matrix, select Next >
- To add operating costs, select Next > twice.
- If you do not need to add a condition matrix or operating costs, select Next > three times to reach the [Owned Spaces](#) section.



Condition Matrix

1. Select Add New Condition Matrix

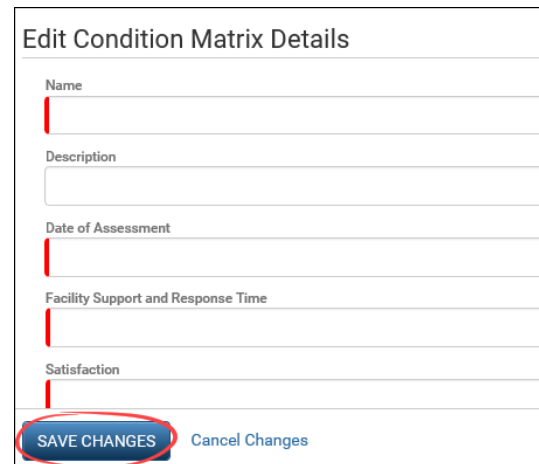


Condition Matrix

There are no condition matrices

[Add New Condition Matrix](#)

2. Enter data. Red fields are required.
→ Refer to the [Condition Matrix](#) job aid for more information.
3. Select SAVE CHANGES



Edit Condition Matrix Details

Name

Description



Date of Assessment

Facility Support and Response Time

Satisfaction

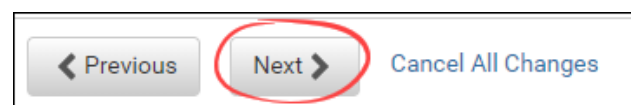
SAVE CHANGES Cancel Changes

→ Once the condition matrix is saved, you can update the information by selecting the details icon or delete it by selecting the trash can.

| Condition Matrix | | |
|-----------------------|---|---|
| Condition Matrix Name | Details | Delete |
| Test Condition Matrix |  |  |

4. Navigate to the next needed form.

- To add operating costs, select [Next >](#)
- If you do not need to add operating costs, select [Next >](#) twice to reach the [Owned Spaces](#) section.

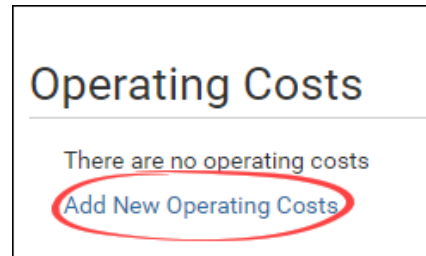


[Previous](#) **Next >** [Cancel All Changes](#)

Operating Costs

1. Select Add New Operating Costs

→ Operating costs are required for facilities that are in scope for the [Six-Year Facilities Plan](#). Costs only need to be entered during the plan data collection cycle. If this facility is being entered off-cycle (in an odd year, e.g., 2021), you can skip this table and enter operating costs manually the next year.



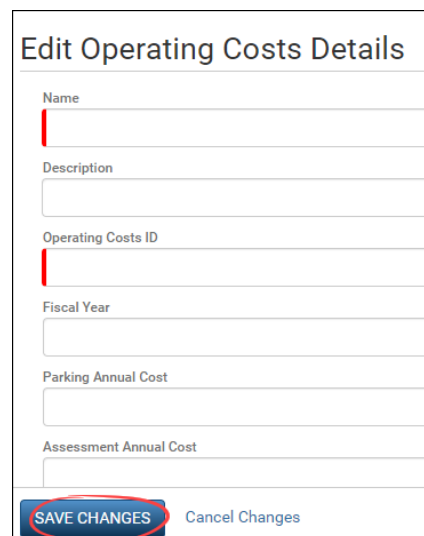
Operating Costs

There are no operating costs

[Add New Operating Costs](#)

2. Enter data. Red fields are required.

- Name
 - Fiscal year (e.g., FY 2021)
- Operating Costs ID
 - A number to identify the record (e.g., 1)
- Fiscal Year
 - It is critical that this field is properly populated. OFM's baseline report pulls data based on this field.



Edit Operating Costs Details

Name

Description

Operating Costs ID

Fiscal Year

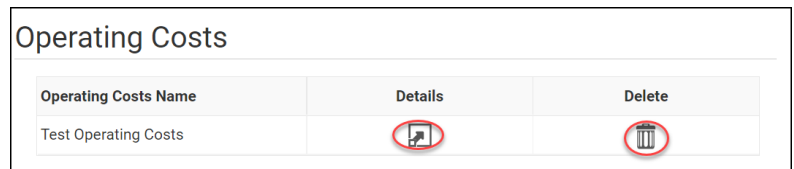
Parking Annual Cost



Assessment Annual Cost

[SAVE CHANGES](#) [Cancel Changes](#)

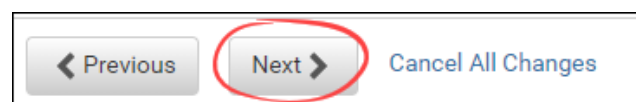
3. Select SAVE CHANGES

→ Once the operating costs table is saved, you can update the information by selecting the details icon or delete it by selecting the trash can.



| Operating Costs Name | Details | Delete |
|----------------------|---|---|
| Test Operating Costs |  |  |

4. Select [Next >](#)



[← Previous](#) [Next >](#) [Cancel All Changes](#)

Add a New Space


1. Select Add New Space

Owned Spaces

No owned spaces found

[Add New Space](#)

2. Enter agency data. Red fields are required.

→ Select the information  icon for additional guidance.

- Name
 - Tenant SAAM Acronym – Space ID
(e.g., DSHS – 0001)
- Space ID
 - A unique number to identify the space
(e.g., 0001)
- Tenant

Edit Space Details

Name

Description


Space ID 

Tenant 

- Square Feet
 - The sum of all space square feet cannot exceed the total square feet in the owned facility.
- Square Feet Measurement Type (dropdown)
- Primary Space Type (dropdown)
 - Refer to the [Property Class & Space Type Categories](#) job aid for additional information.

Square Feet 

Square Feet Measurement Type


Primary Space Type 


- If part of your new space is available for use by another agency, refer to the [Available Space](#) job aid for details on how to “advertise” for potential collocation.
 - If Available Space is marked “yes,” you must populate the **Annual Full Service Rate per Square Foot** and **Available Occupancy Date** fields.


Available Space 


→ If this owned facility is in scope for the [Six-Year Facilities Plan](#), you must populate the following additional fields:

- Number of Offices
- Number of Workstations
- Number of Mobile Benches
- Number of Touchdown Spaces

Number of Offices 

Number of Workstations 

Number of Mobile Benches 

Number of Touchdown Spaces 



3. Select SAVE CHANGES

SAVE CHANGES

Cancel Changes

→ Once the new space is saved, you can update the information by selecting the details icon or delete the space by selecting the trash can.

Owned Spaces

| Space Name | Space ID | Details | Delete |
|------------|----------|---|---|
| Test Space | 001 |  |  |

[Add New Space](#)



4. Select [Next >](#)


< Previous

Next >

Cancel All Changes

Data Review


1. Select the  Hierarchy button to change to the  Flat view. You can now see all of the tables you have added or edited as part of the wizard process.


2. Select the arrows  on the Starting Point tile to expand all of the tiles below.


 History


 Filter

 Hierarchy

 History


 Filter

 Flat




Starting Point
 Navigate all data

6



3. Select View on each tile to see the data you have entered.


4. Review your data.



OF

Owned Facilities

1



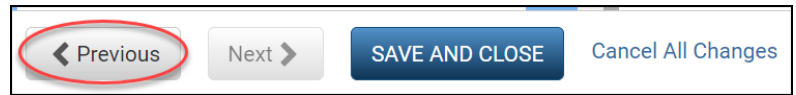
OF

Test Owned Facility

Owned Facility

View

→ To edit your data, use the Previous button to navigate back to an earlier screen.



5. Select SAVE AND CLOSE to complete the wizard.

6. You will see a warning that lets you know you can't go back into the wizard after saving and closing. If you don't need to make any additional edits, select YES.



→ When you complete the wizard, the window will automatically close. FPMT will still be open in the original window. You will need to refresh your screen in order to see your changes.

Warning

Once you save and close, you cannot use the wizard to make edits or add additional data.
Are you sure you want to continue?

YES

No